

SCHEDULE OF VITAL MATERIALS

TITLE OF RECORDS OR DOCUMENTS	ACCEPTABLE FORM OF MATERIAL	ROUTING CHANNEL	DEPOSIT INTERVAL	UNIT MAINTAINING RECORDS	UNIT DEPOSITING RECORDS
Table/Organization Machine Listings...	Copy of Machine Roster...	Thru RPS	Quarterly	CWD	RPS
Position Inventory (Overt)	Microfilm	Direct	Quarterly	PD(O)	General Service
Position Inventory (Covert)	Microfilm	Direct	Quarterly	PD(C)	General Service
Applicant Control Cards - Staff Agents	Microfilm	Direct	Quarterly	PD(C)	General Services
Consultant Qualification File	Microfilm	Direct	6-month	PD(C)	General Services
Monthly Statistical Report on Contract Agent Personnel	Hemograph Copy..	Thru RPS	Monthly	SCAS	RPS
Contract Control Kardex File	Microfilm	Direct	Quarterly	SCAS	General Services
Supplemental Military Files (Covert)	Microfilm	Direct	Quarterly	MPD	General Services
Military Position Inventory	Microfilm	Direct	Quarterly	MPD	General Service
Lead/Source Index	Microfilm	Direct	6-month	PPD	General Service
Machine Roster of Applicants	Copy of Machine Roster...	Thru RPS	Monthly	PPD	RPS
Chart Indicating Distinctive Test Batteries Applied...	Actual Copy	Thru RPS	6-month	TED	RPS
Documents from Office/Sec'y of Defense Authorizing Change of Military Strength..	Microfilm	Direct		MPD	General Services

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Security Information

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SCHEDULE OF VITAL MATERIALS (CONT'D)

TITLE OF RECORDS OR DOCUMENTS	ACCEPTABLE FORM OF MATERIAL	ROUTING CHANNEL	DEPOSIT INTERVAL	UNIT MAINTAINING RECORDS	UNIT DEPOSITING RECORDS
Monthly Strength Report	Photostat Copy		Monthly	RPS	RPS
Qualifications Register	Machine Roster	Thru RPS	bi-monthly	MPB	RPS
Status Cards	IBM Cards	Direct	Quarterly	MRB	RPS

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